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#### Inside this Issue

- 1 News from the Team
- 2 CERT News
- 3 Important Activities
- 4 Legislative Update
- 5 Note To Grantees
- 6 Contacts



### News from the "Team"

*From Adam Sutkus,  
Citizen Corps Program Director*

With the elections behind us, your team in Sacramento is looking towards the holiday season and new year to continue the successes of citizen preparedness and response planning. As you will read, the 2005 appropriations did not come out as we had hoped; yet, some innovative approaches are being considered at both the state and national level to mitigate the impact this year. We will keep you closely informed as the design takes shape so you know what to expect.

Two focus areas are consuming much of our attention now: designing a quickly evolving strategy for emergency volunteerism in California that is coordinated with national trends in government and the non-profit sector; and the close out of the 2003 CERT grant—with the performance period ending for grantees on December 4, 2004 (1 month away!). Due to a critical need to align multiple funding year reporting and monitoring  
**EXTENSIONS WILL NOT BE CONSIDERED FOR THE 2003 CERT GRANT.** Grantee's must have "cut their checks" and expended funds by Dec. 4<sup>th</sup>—or the money will be returned to the federal government.

Throw in a State Citizen Corps Council meeting on December 13<sup>th</sup> in Fresno, and we have a busy month ahead!

Most of this newsletter is dedicated to matters critical to our sub-grantees around the state at the city and county level. But, whether you are a long-standing county-level grant recipient or a start-up Citizen Corps Council, thanks for all you do for California.

Keep up the great work!

### CERT Update

#### ***T4: CERT Program Manager's Academy:***

The third *T4: CERT Program Manager's Academy* was presented in Fresno on October 27-28. This course was designed, developed, sponsored and presented by the California State CERT Work Group was one of the best presentations to date. We would like to thank everyone involved in making this course a success and for the Fresno Citizen Corps Council for hosting the course. A special thank you to the T4 instructor cadre for the fantastic job they have been doing: Paul Lufkin, Rick Paige, Barbara Cimino, Pamela Nishimoto, Tony Colletta, Bill McCloud, Brian Waterbury, Chris Wright and Marsha Hovey.

This course aims to help CERT Program Managers to start, develop, enhance and expand CERT programs in their jurisdiction. Instruction focuses on program management; retention of trained members; CERT program budgeting; effective graduations; marketing CERT; instructor techniques; and, refresher training and exercises.

The next *T4: CERT Program Manager's Academy* course will be conducted in Long Beach on December 1-2. If you are interested in attending this class please coordinate with your local Operational Area Representative. This course does not cover the basic CERT material as it is assumed that program manager nominees have a high level of understanding of the subject matter.

The final date to register for this class is November 24th, 2004. If you would like more information or have any questions please contact Jim Brown at (916) 323-7646 or via email at [jim.brown@csc.ca.gov](mailto:jim.brown@csc.ca.gov).

A future *T4: CERT Program Manager's Academy* course will be conducted in Redding in February 2005.

### ***Save the Date for a Statewide CERT Workgroup Meeting***

There will be a meeting of the full Statewide CERT Workgroup in Sacramento on Thursday January 27<sup>th</sup>, 2005. Invitees will be sent further details including the location as the date approaches.

### ***CERT Program Highlight:***

A group of Fresno Citizen Corps Council CERT members and AmeriCorps volunteers went to the Mid State Mobile Manor and installed smoke detectors in 33 resident's homes. Batteries were also checked or installed in smoke alarms already in place in 26 homes. The significance of this project was driven home when the volunteers stood in front of the mobile home where a young man had recently lost his life in a fire.

### **Volunteer Coordination Annex Being Released Mid-November**

The efficient coordination of spontaneous, unaffiliated volunteers during major disasters and emergencies has become an important element of any large operation. As part of the FY04 Citizen Corps Program (CCP), grant recipients are required to develop a draft Volunteer Resource Management Plan (renamed Volunteer Coordination Annex) due before the end of the two-year performance period (December 31, 2005).

The FY04 Homeland Security Grant Program (HSGP) Grant Guide for Local Governments indicated that GO SERV (now the CSC) would provide a Volunteer Coordination Plan template during the first half of the calendar year 2004. As a result of a longer than expected planning process, the CSC re-timed a release of the document before the end of the

first half of the two year performance period (December 31, 2004).

We are pleased to report that the template is almost completed and is expected to be released in mid-November. We would like to thank the strong support and hard work of the Governor's Office of Emergency Services in this effort, as well as the many stakeholders who participated in the public workshops and offered comments.

Although the use of the outline is not required, the benefits of using this model are several. It provides a comprehensive format that covers critical elements of volunteer resource planning. With the majority of local governments using this outline, similar and coordinated plans will be developed across the state. A similar state plan will add another integrated layer of coordinated planning.

### **Hurricane Deployment of Volunteers—New Procedures Envisioned**

Thank you to all who offered comments to the Citizen Corps state staff regarding the process used for deploying Citizen Corps-registered volunteers to the hurricanes. The resounding majority of comments received focused on the need for treating these trained, specialized volunteer resources like any other "state resource" and they should be requested and deployed through a single state point of contact. This point of view was communicated clearly to the FEMA/DHS reps who gathered in Washington with many other state Citizen Corps Points of Contact to review the process. The desire to handle the call out in this way was echoed by the other states present as well.

The benefit of using a wide call-out for temporary workers in the disaster zones should be recognized; in general, the national press and the affected states found the Citizen

Corps-registered temporary employees extremely valuable. With a change in procedure to locate these resources through the states in a more orderly fashion, a new chapter of using volunteers in new, effective ways may have been found.

### **State Citizen Corps Council Meeting—December 13<sup>th</sup>, in Fresno**

At long last, a new model is being adopted to utilize the talents contained within the member agencies of the current State Citizen Corps Council workgroup and new interested individuals. This group has met intermittently since early 2003—primarily by teleconference and for small group projects (such as the stakeholder workshops used to capture feedback and designs for the Local Volunteer Management Template). We will now be combining State Council meetings with local Citizen Corps Council meetings throughout the state—with the goal being to highlight successful and innovative local efforts and bring key state players to local areas for joint briefings to maximize collaboration. Fittingly, the City of Fresno—one of California's premier Citizen Corps Councils—will host this first locally-based State Citizen Corps Council meeting. Agenda and details to follow. The meetings will be widely communicated and open to the public.

With this being the first of our new model of State Citizen Corps Council meetings, much is still in development. If you are interested in attending the meeting, please email or call Adam Sutkus at the CA Citizen Corps Program. [Adam.Sutkus@csc.ca.gov](mailto:Adam.Sutkus@csc.ca.gov)

### **Website Revision/Communication Re-Vamp**

With the CSC change, our website was completely re-done. We are now looking at our website, current communications techniques, and our partnership with DHS nationally to

update outreach through our new CSC perspective. The CSC change gives us an opportunity to update the way we communicate. Along those lines, we need your input! We already are designing a "bulletin board" through our DHS/FEMA partners and their website (more soon), but we need to know what is good/what needs improvement/what "new" functions through our web or other communications mechanisms would allow your programs and the statewide effort for Citizen Corps to build and grow. Please send your input to Katrina.Rosseini@csc.ca.gov

### Legislative Updates

#### *2005 Appropriation Finalized— Citizen Corps Program Cut*

The 2005 Homeland Security Appropriation was recently signed by the President and, unfortunately, contains a significant cut in the National Citizen Corps allocation—\$15 million for Fiscal Year 2005. By comparison, the 2004 appropriation was \$40 million; the 2003 appropriation was \$20 million; and 2002 was \$25 million.

The impact to California's programs could be substantial. We are in close contact with the Office of State and Local Program Coordination and Preparedness, where Citizen Corps oversight exists within DHS about this issue. At a national Homeland Security conference in Washington, D.C. in Mid October, the cut in Citizen Corps funding was a major topic of discussion among the state CCP points of contact present. Several strategies and options for the 2005 year are being investigated with a goal of mitigating the impact of the cuts through new guidance and technical assistance programs—while also looking toward the 2006 cycle to rectify the problem.

The funding cut contradicts what is a successful trend in Citizen Corps nationally. Citizen Corps Councils have increased in numbers, as have

CERT programs and Medical Reserve Corps units; DHS has funded and is staffing Regional Citizen Corps coordinators that are operating out of the FEMA regional offices (R.9 is lucky to have Wendy Walsh, an excellent resource for us); Citizen Corps local participants nation-wide assisted with the hurricane response efforts on the east coast and received high marks; and major attention was recently focused upon America's local citizen preparedness activities during September's National Preparedness Month.

The federal Department of Homeland Security is mandated to deliver guidance to the states quickly regarding the method to apply for and receive the 2005 funds. The state Citizen Corps team is working closely with the CA Office of Homeland Security and CA Office of Emergency Services to deliver the guidance as soon as possible. As options are investigated with regards to the 2005 Citizen Corps program, we will communicate new information on a regular basis to our grantees and Citizen Corps community statewide.

### Citizen Corps Progress!!!

Citizen Corps Councils: 68  
CERT Programs: 130  
MRC: 23  
VIPS (registered): 186  
Neighborhood Watch (registered): 1634  
Fire Corps: TBD

### NOTE TO GRANTEEES

#### *Important Reminders for FY03 CERT Grant Recipients*

- The end of the FY 03-04 CERT performance period is **December 4, 2004.**
- All FY03 CERT grant activities must be completed by **December 4, 2004.**

- All FY03 CERT grant funds must be expended by **December 4, 2004.**

### **Special Note: Requests for extensions for the 2003 CERT Grant will not be considered!!**

The CSC has waived the FY03 CERT Third Quarter progress report requirement, to be consistent with the reporting timelines for other homeland security grants in California. (The Third Quarter report was originally due October 15, 2004 for the performance period July 1 through September 30, 2004). The Fourth Quarter progress report for 2003 CERT will still be required. It will serve as your final grant report. The Fourth Quarter report should cover the performance period July 1 – December 4, 2004.

### Strategic Implementation Plan— Now "Optional" With New Choices

As part of the 2004 CCP, grant recipients are required to develop and submit a Strategic Implementation Plan before the end of the two-year performance period (December 31, 2005). The FY04 HSGP Grant Guide for Local Governments indicated that GO SERV (now CSC) would provide a Strategic Implementation Plan template during the first half of the calendar year 2004. Although the release of this guide was delayed by a longer than expected planning process, we are now including 3 choices to fulfill this aspect of the 2004 CCP grant:

Option 1—the "Short Form": Use the "Short Form" template for a simple and brief strategic implementation Plan for your jurisdiction's Citizen Corps program;  
Option 2—the "Long Form": Use the "Long Form" template for a more detailed and specific strategic implementation process for your jurisdiction that allows for multiple programmatic targets for the longer

term, and provides for a stand-alone management tool.

Option 3—waive the requirement: Notify the state CCP staff that this item will not be completed for the 2004 grant cycle. (After talking to many grantees, this option has been added in recognition of the challenges many local grantees face in implementing numerous grant programs dealing with homeland security.)

It should also be understood that using the Option 1 and 2 templates are not required. Grant recipients may use any format that identifies short-, mid-, and long-term goals, key process steps and implementation issues to achieve the CCP mission consistent with the state and national homeland security strategies. For additional assistance with the Strategic Implementation Plan process, contact Adam Sutkus at CSC [Adam.Sutkus@csc.ca.gov](mailto:Adam.Sutkus@csc.ca.gov)

#### **“Functioning and Approved” Citizen Corps Council By Grantee**

Critical reminder: The FY04 CCP grant requires the development of a “functioning and approved” county or “major city” Citizen Corps Council. The deadline is the end of the second quarter of the performance period—December 31, 2004. Each Council should have the required members as outlined in the FY04 HSGP grant guidance package; have registered themselves on the FEMA website <https://www.citizencorps.gov> ; and have met as a Council organizational body to begin ongoing work on emergency volunteer/Citizen Corps program issues. Please contact Adam Sutkus, 916-324-3056, regarding any City/County formation questions or issues. [Adam.Sutkus@csc.ca.gov](mailto:Adam.Sutkus@csc.ca.gov)

#### **Progress Reports—2003 and 2004 Information**

2003 CERT Grant: A reminder that the 3<sup>rd</sup> quarter report—covering July

1 through September 30, 2004—for the 2003 CERT grant has been waived. Originally required by October 15, 2004, it was waived to be consistent with the reporting timelines for other homeland security grants in California. The Fourth Quarter progress report for 2003 CERT will still be required. It will also serve as your final grant report. The Fourth Quarter report should cover the performance period of July 1 through December 4, 2004. The Fourth Quarter report will be due on or before January 15, 2005.

2004 CCP Grant: The first report is due January 15, 2005 for the performance period December 1, 2003 – December 31, 2004. While the progress report format has not been officially released from the federal government--CA State Citizen Corps, Homeland Security, and OES staff attended a training seminar from the Federal Department of Homeland Security on November 3<sup>rd</sup> on the “Biannual Report” to be used for 2004 grant reporting process; as soon as the information is received by the state regarding official use of this new form, we will contact you on the new reporting process.

#### **Short Program Summary Needed—2004 Grant Projects**

As you are aware, the 2004 Citizen Corps Program local application (and the other homeland security grants as well) required only a basic “drop down” menu summary for the 2004 grant projects. This description did not allow for a more complete and working understanding of what the 2004 Citizen Corp projects involved in your jurisdiction.

In order to rectify this lack of knowledge for the 2004 Citizen Corps grants statewide, we are asking for a short description—1 to 3 paragraphs—of your jurisdiction’s 2004 Citizen Corps project being funded by this year’s grants. Please

address the basic information below in your brief summary:

- What is the overall goal of your Citizen Corps projects for FY 2004?
- What will the funds be used for?
- Who are the main partners involved with the project?
- What are the key outcomes and deliverables you are working to achieve?

The Citizen Corps 2004 project summary should be sent via email to Katrina Rosseini on the Citizen Corps state staff. Please deliver the summary to Katrina by November 30<sup>th</sup>, 2004. 916-445-9944 or [Katrina.rosseini@csc.ca.gov](mailto:Katrina.rosseini@csc.ca.gov)

#### **Katrina Rosseini—Centralizing Grant Monitoring**

With the end of the 2003 CERT grant approaching, the Citizen Corps Program staff at the California Service Corps have centralized all ongoing grant process monitoring with Katrina Rosseini for ease of communication and follow-up. Please contact Katrina with all your daily Citizen Corps and CERT grant questions. She can be reached at 916.445.9944 or [Katrina.Rosseini@csc.ca.gov](mailto:Katrina.Rosseini@csc.ca.gov).

#### **2005 Technical Assistance Workshops**

In partnership with the Governor’s Office of Emergency Services, a series of regional Citizen Corps Program/Mitigation Planning local workshops are being planned for the first quarter of 2005, most likely in early March. We will keep you informed regarding dates and draft agenda items. If you have suggestions for specific technical assistance topics that would be useful to have addressed in the local

workshops, please contact Adam Sutkus on the Citizen Corps Program state staff.

**Volunteer Response Issues  
Scoped at National Conference**

Greg Chun, State Citizen Corps Assistant Director represented California at a recent conference in Washington, D.C., sponsored by the National Points of Light/Volunteer Centers, FEMA & Homeland Security. Brian Bolten, Executive Director of the California Volunteer Centers network, also attended. The conference marked what will be the major focus of Citizen Corps over the next year: utilizing trained & specialized volunteer resources in managing spontaneous volunteers, donations management, and integrating these resources into traditional response models. The recent deployment of national "volunteer" resources for the hurricanes has spurred on this national debate. Volunteer management and response is a focused and critical topic that is a central issue nationally and Citizen Corps will play an important role.

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